

Driving School and Traffic Violator School Instructors

New Information

Customers applying for an original or reinstatement of either a Driving School Instructor (DSI) or Traffic Violator School (TVS) instructor license will **not** be issued a temporary permit in the field office. All licenses will be mailed directly to the employing driving school or traffic violator school.

Procedures

All current requirements must be met and fees paid. The application will be processed in the local field office and sent daily to Occupational Licensing in Headquarters. After a background check and thorough review of the application and the person's driving record, customers who qualify will receive a license within ten days. Customers who have not been approved within that time frame or who are not qualified will be notified by mail. If the license is not received *after* ten working days, contact the Driving and Traffic Violator School unit at (916) 229-3127.

Background

Currently, a DSI or TVS instructor customer receives a temporary permit for 120 days after the field office technician reviews the application for completeness. This is no longer the case. All instructor licensure applications will be forwarded to Headquarters for a complete review before a license is issued.

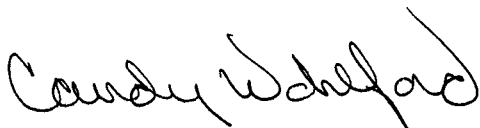
Distribution

This memo was distributed in hardcopy in June 2005 to the following:

- Driving Schools
- Traffic Violator Schools

Contact

Call the DMV Customer Communications Section at (916) 657-6560 for further clarification of this memo. Upon request, this document can be produced in Braille or large print.



CANDY WOHLFORD, Deputy Director
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